

Managing Finance in Education

In this Level 4 national qualification you'll gain detailed finance and accountancy knowledge to enable you to effectively manage finance in educational establishments.

Complete Learning Package

Using the experience of our professional training team, we have developed a comprehensive learning package to help you quickly gain the knowledge and skills required to pass the Managing Finance in Education qualification.



Tutor-Led Sessions

Benefit from over 9 days of tutor-led courses delivered by our qualified trainers.



Practice Assessments

Develop your assessment technique with practice assessments, tests and mock exams.



Online Study Resources

Get exclusive access to online study resources such as forums, videos and eLearning.



Support Helpline

Access our dedicated support line when you need extra support and guidance.

Phase

All educational settings

Audience

Finance Staff and Business Managers

Study Time

180 hours over 1 year

Training Method

Tutor-Led sessions and online resources

Assessment

Exam and portfolio

Release Date






September 2017

Studying for any qualification is a commitment, both in terms of time and funding. We have taken care to ensure the Complete Learning Package provides you with the training and support needed to pass, at the same time as providing value for money.



What's Involved?

There are 7 mandatory units within this qualification all of which are focused on educational establishments:

-  **Managing Assets**
How to manage fixed assets including the upkeep of the asset register and formulation of asset management plans.
-  **Managing Cash**
How to plan, forecast, monitor and control cash flow to ensure liquidity and make effective use of surplus cash.
-  **Managing Budgets**
How to set, profile, monitor, control and report on the school budget to contribute towards the achievement of educational objectives.
-  **Generating Income**
How to maximize financial resilience through a range of income generating activities including bid writing and grant submissions.
-  **Financial Statements**
How to produce the Statement of Financial Activities, Balance Sheet and Statement of Cash Flows along with supporting Notes.
-  **Managing Procurement**
How to ensure effective procurement processes are in place to drive efficiencies and ensure value for money.
-  **Capital Projects**
How to plan and manage capital projects to ensure they are delivered in accordance with organizational needs.

Each unit is published on the Regulated Qualification Framework and provides practical, real-world accounting and finance knowledge that you can put to use from day one.

Entry Requirements

There are no entry requirements to take this qualification although Level 3 Administering Finance in Education would be beneficial. Level 4 is suitable for those already working in, or aspire to work in, a finance management role within an educational establishment.

